



CITY OF RYE, NEW YORK  
DEPARTMENT OF FINANCE

# 2006 Annual Report to the City Manager



Prepared February 2, 2007  
Michael A. Genito, City Comptroller



The Finance Department is pleased to submit its 2006 annual report to the City Manager:

### **Programs and Functional Units**

Following is a brief description of the programs and functional units (sometimes known as “cost centers”) of the Finance Department. All provide support services to internal and external customers of the Finance Department and the city:

#### **Finance Administration**

Finance Administration provides coordination and supervision of all Finance Department activities, and determines the priorities and scheduling of finance activities in coordination with the City Manager’s office.

#### **General Accounting**

General Accounting coordinates the flow of financial information from subsidiary systems to the general ledgers, and provides various financial reports and analyses as required or desired by law, charter, or management.

#### **Accounts Payable**

Accounts Payable audits all purchase requisitions, purchase orders, and claims for payment or reimbursement submitted by vendors and city personnel, and issues vendor checks against the claims approved by management.

#### **Treasury**

Treasury provides cash management and investment services for all city funds, property tax billing and collection, accounts receivable, cash receipts, and miscellaneous billings.

#### **Traffic Violations Bureau**

The Traffic Violations Bureau provides the accounting for parking violations, including the entry of violations, dispositions, and collections into the city’s financial system, and the distribution of various parking violation reports.

#### **Payroll**

Payroll audits payroll information submitted by departments, processes and distributes payroll checks and deposits, inputs payroll summary data into the city’s financial system, and provides financial information and reports concerning salaries, wages, and benefits.

## **Information Technology (“IT”)**

Information Technology (“IT”) provides technology-related services, mostly computer hardware and software services, to other departments of the City.

## **Staffing**

Staffing of the Finance Department in 2006 consisted of the City Comptroller, a Deputy City Comptroller, one Accountant, two Senior Account Clerks and an Intermediate Account Clerk. The IT department consists of one Coordinator of Computer Services and one Junior Network Specialist. The Junior Network Specialist position was vacant at year-end 2006. All of these positions are full-time positions.

## **The Year in Review**

### **Certificate of Achievement for Excellence in Financial Reporting**

The City was awarded the Government Finance Officers Association (GFOA) *Certificate of Achievement for Excellence in Financial Reporting* for its fiscal 2005 Comprehensive Annual Financial Report (CAFR), making it the tenth consecutive year that we have received this award. This prestigious award is presented to those state and local governments that produce annual financial reports exhibiting full and fair disclosure by meeting strict national specifications established by the GFOA.

### **Distinguished Budget Presentation Award**

The City was awarded the GFOA *Distinguished Budget Presentation Award* for its fiscal 2006 Annual Budget Document, making it the fifth consecutive year that the City has received this award. This award represents a significant achievement by the City, reflecting its commitment to meeting the highest principles of governmental budgeting. In order to receive the award the City had to meet nationally recognized guidelines for effective budget presentation, designed to assess how well its annual budget document served as a policy document, a financial plan, an operations guide, and a communications device.

### **Award for Outstanding Achievement in Popular Annual Financial Reporting**

The City submitted its 2005 Popular Annual Financial Report (PAFR) to the GFOA, for consideration of the GFOA’s *Award for Outstanding Achievement in Popular Annual Financial Reporting*. The city has been the recipient of the award in 2003 and 2004.

We take great pride in noting that in New York State there were only seven recipients (including the City of Rye) of the 2005 budget award, only two recipients (City of Rye and New York State) of the 2004 PAFR award, and that the City of Rye is the only community in New York State to have earned all three awards.

### Property Tax Collection

Extensive efforts were made to develop a more user-friendly tax bill. The Finance Department engaged its tax software vendor to produce this newly designed format for the May 2006 County tax collection.

Rye City School District tax information was added to the City's property tax database, so that all taxes associated with a property in the City of Rye would be accessible from a single source. The property tax database system was then expanded to allow online public access to property tax records.

Special counsel was engaged to assist in establishing and maintaining a foreclosure process for the collection of delinquent property taxes, allowing the City to apply the process uniformly and equitably in accordance with the law. The program has been a success, with the City collecting over \$281,000 in delinquent taxes between the October 1, 2006 notification date and January 1, 2007.

### Parking Violations

The Traffic Violations Bureau maintained a high level of activity. New handheld devices that issue parking tickets make the process of writing and entering tickets into the system quicker and more efficient. The devices can also be programmed to alert police and parking enforcement officers of stolen, unregistered, or uninsured vehicles, as well as vehicles listed as scofflaws.

A copy of the City's parking violation history may be found at the end of this report.

### Records Management

The Finance Department processed 24 boxes of 2004 finance records as well as 23 boxes of 2005 finance records for conversion to microfilm, preserving the integrity of those records and minimizing efforts required to locate and reproduce them as needed. New York State retention schedules require that most of these records be retained for a period of six years, and many of them (such as payroll and property tax records) must be retained permanently.

The Finance Department typically produces between approximately 25 cubic feet of paper records each year. Records beyond the required retention period were identified and destroyed.

### Budget Process

The fiscal 2007 budget was prepared almost entirely electronically. Departments were given guidance in the use of the budget preparation system and entered their requests, and notes specific to line items to itemize or emphasize the need for the requested amount.

### Kirby Lane North Sewer Project

The Finance Department continued maintaining the Kirby Lane North Sewer Project website, updating the site regularly with information received from the City Engineer, the consulting engineers, and others. Finance will continue to maintain the site until the project's completion, which is anticipated to be in 2008. Finance is also continuing its efforts to obtain New York State Environmental Facilities Corp. funding for the project, which if successful, will result in borrowing costs significantly below market rates.

### Request for Proposal for Banking Services

The Finance Department developed and distributed a Request for Proposal for Banking Services to nine banks located within the City of Rye. One of the banks, a savings and loan, could not respond, as New York State law requires that banks holding municipal deposits must be commercial banks. Another bank did not respond, as it was in the process of merging with another commercial bank that had received the request for proposal. The list of remaining banks was further reduced to three; based on the fact that they were major United States based money center banks, and had the highest credit ratings of all the banks.

Ultimately, a bank was selected from the final three based on a combination of pricing and a strong historical presence in the municipal banking market in Westchester County.

### Financial Management System

In anticipation of replacing the current financial management system, which was installed and has not been upgraded since 1998, the Finance Department researched several systems advertised as serving the municipal sector. It was ultimately determined that in addition to the current software vendor; two other systems deserve further research due to the size of their user base in New York State, and more particularly, Westchester County.

The 2007 budget provides for the purchase and installation of the new system, and Finance will continue its review of the three systems, including demonstrations and information from other local governments in the area using the systems. It is anticipated that the purchase and installation will take place in the second half of 2007.

### Information Technology (IT) Accomplishments

Information Technology was active with many City-wide projects in 2006, including the coordination of technology support and service contracts and the installation and configuration of Windows Media Server on the City's Intranet for testing of video streaming. IT installed a new public address system in the Council Chambers that also feeds into our cable television recording system. Internet service was migrated from County management to City of Rye management at competitive pricing, and Intranet web portals were developed to document the City's wide area network as well as the Police Department's wide area network.

The City's long distance telephone service was switched from AT&T to Verizon to take advantage of competitive State contract pricing. All departmental network directories were relocated to a Windows 2003 Server. IT coordinated and participated in the installation of a new network based broadcast system at RCTV studios, and facilitated the installation of a new fiber optic cable run between the Golf Club administrative building and Whitby Castle. The Police Department was successfully migrated to Westchester County's new Network Operations Center, and a new firewall was installed and configured for the Police Department.

### **Statistics**

Following are some selected statistics concerning regular activities of the Finance Department:

Number of:	2002	2003	2004	2005	2006
Cash Receipts Processed	9,849	11,602	13,621	14,080	13,105
Purchase Orders Processed	662	594	548	569	507
Accounts Payable Processed	9,511	8,942	8,622	9,108	9,818
Checks Processed	5,002	5,652	4,702	4,718	4,957
City Tax Bills	4,697	4,699	4,697	4,701	4,733
County Tax Bills	4,843	4,822	4,824	4,826	4,858
School Tax Bills	832	834	834	834	840
Regular Payrolls	26	27	27	26	26
Local Pension Payrolls	24	24	24	24	24
Special Payrolls	3	1	1	1	1

Respectfully submitted,

Michael A. Genito  
Assistant City Manager  
City Comptroller

CITY OF RYE, NEW YORK  
TRAFFIC VIOLATIONS BUREAU  
PARKING VIOLATION ACTIVITY

2006													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Tickets Issued	915	1,143	775	685	899	784	1,187	528	462	356	254	221	8,209
Amount Issued	21,610	29,330	21,710	17,040	22,335	20,025	30,620	14,320	12,450	9,885	6,880	6,170	212,375
Tickets Disposed	1,044	1,004	876	695	824	748	990	728	572	570	401	270	8,722
Fines Collected	19,905	20,520	19,595	14,085	18,095	15,480	21,640	15,920	12,710	12,535	8,850	5,950	185,285
Penalties Collected	5,627	4,997	6,882	5,175	5,742	4,495	5,133	4,590	8,201	6,282	4,734	3,659	65,517
Total Amount Collected	25,532	25,517	26,477	19,260	23,837	19,975	26,773	20,510	20,911	18,817	13,584	9,609	250,802
Amount Dismissed	5,132	1,305	927	910	405	2,060	1,855	1,060	572	2,934	1,492	930	19,582
2005													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Tickets Issued	550	865	1,188	848	687	815	769	803	588	678	663	1,230	9,684
Amount Issued	14,620	22,125	29,765	22,250	17,445	21,760	21,010	20,255	15,610	17,670	15,110	31,240	248,860
Tickets Disposed	647	827	1,048	864	891	772	709	862	600	648	607	935	9,410
Fines Collected	13,535	17,305	22,310	18,170	18,860	17,402	16,010	18,260	11,990	12,755	12,850	20,195	199,642
Penalties Collected	4,336	5,898	9,086	5,040	9,162	6,793	5,367	5,737	3,705	4,855	4,530	5,020	69,529
Total Amount Collected	17,871	23,203	31,396	23,210	28,022	24,195	21,377	23,997	15,695	17,610	17,380	25,215	269,171
Amount Dismissed	2,025	2,665	4,071	3,015	3,674	970	1,232	2,145	1,773	1,960	1,335	835	25,700
2004													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Tickets Issued	759	873	531	464	542	779	557	801	682	752	897	958	8,595
Amount Issued	20,735	21,395	13,685	11,670	14,400	19,975	15,785	17,545	16,990	17,490	20,345	24,056	214,071
Tickets Disposed	773	990	933	701	798	796	772	860	858	868	923	871	10,143
Fines Collected	14,738	18,830	16,985	11,883	13,585	15,750	14,720	16,530	16,960	18,530	18,452	17,935	194,898
Penalties Collected	6,146	6,758	8,846	9,311	9,143	7,057	4,710	7,058	11,736	7,211	5,883	4,193	88,051
Total Amount Collected	20,884	25,588	25,831	21,194	22,728	22,807	19,430	23,588	28,696	25,741	24,335	22,128	282,950
Amount Dismissed	8,185	10,292	12,332	6,994	12,477	6,064	2,925	2,322	4,574	1,379	6,389	1,116	75,049



CITY OF RYE, NEW YORK  
TRAFFIC VIOLATIONS BUREAU  
PARKING VIOLATION ACTIVITY

2003													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Tickets Issued	750	900	607	765	821	1,029	1,334	922	854	777	548	743	10,050
Amount Issued	18,820	23,320	14,700	18,760	20,495	24,480	38,000	23,965	21,190	20,740	13,390	20,540	258,400
Tickets Disposed	781	827	810	825	781	1,039	1,191	895	882	948	813	776	10,568
Fines Collected	16,130	17,415	16,095	15,725	17,290	19,984	25,030	18,419	20,372	21,262	14,490	16,155	218,367
Penalties Collected	4,700	5,317	5,305	4,823	5,271	5,907	5,044	3,200	6,036	8,988	5,085	4,560	64,236
Total Amount Collected	20,830	22,732	21,400	20,548	22,561	25,891	30,074	21,619	26,408	30,250	19,575	20,715	282,603
Amount Dismissed	3,938	2,808	4,492	5,058	4,837	4,705	3,706	3,415	1,539	3,389	8,869	3,366	50,122
2002													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Tickets Issued	1,043	1,041	734	613	738	538	750	477	585	474	603	998	8,594
Amount Issued	27,275	26,700	18,975	14,800	20,205	14,630	22,120	20,617	14,780	12,825	13,985	25,885	232,797
Tickets Disposed	810	918	922	884	692	637	829	554	596	684	595	928	9,049
Fines Collected	17,632	19,183	18,330	18,413	14,305	14,065	17,605	12,739	12,608	14,133	13,000	18,897	190,910
Penalties Collected	5,603	4,817	4,993	7,844	5,501	6,020	6,723	5,603	4,300	7,700	6,585	5,058	70,747
Total Amount Collected	23,235	24,000	23,323	26,257	19,806	20,085	24,328	18,342	16,908	21,833	19,585	23,955	261,657
Amount Dismissed	1,689	2,360	6,000	5,519	4,202	2,724	3,978	1,732	5,497	7,646	3,759	5,764	50,869

